



SALESPERSON PRE-LICENSING CHECKLIST

If you have been convicted of a felony, you will need to follow the [felony applicant process](#).

This checklist will help you navigate the process of obtaining a salesperson license. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

- ☐ **Step 1:** Complete the 90-hour Real Estate 101 course. This course may be taken in a live classroom or Internet-based format.
- ☐ **Step 2:** Once you have completed your pre-license education turn in your certificate of completion, [Salesperson License Application Part A](#), and the required fee. *Do not pay any Errors and Omissions Insurance fees at this stage, this is done later in the process.*
- ☐ **Step 3:** Once your application has been processed by the LREC you will receive an email communication from PSI with instructions to schedule your exam date/time. Bring identification with you when you go to the exam center.
- ☐ **Step 4:** Take the exam consisting of both state and national portions.
 - If you fail either or both portions of the exam you will be emailed to request a retake and pay the required fee inside of your MyLREC Portal. Return to Step 4.
- ☐ **OPTIONAL:** If you do not plan on practicing real estate immediately and/or do not have a supervising broker, you may have your license issued in the Inactive status. To do so, fill out the [Request to Issue in the Inactive License Status form](#).
- ☐ **Step 5:** After passing both portions of the exam, and if you plan to practice real estate immediately, order your [Background Check](#) from the LREC website, turn in the [Initial Real Estate License Application - Part B](#) and proof/payment of your Errors and Omissions Insurance coverage.
 - You can purchase your E&O Insurance through the LREC group policy by remitting payment in the appropriate amount based on the pro-rated premium chart on the Part B form.
 - You can also choose to purchase your E&O from a source other than the LREC group policy. If you choose this option, you will need to complete and turn in an [Independent Errors and Omissions Insurance form](#). You will also need to furnish a declarations page from your insurer.